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# ***JOB ANNOUNCEMENT***

## **CENTRAL COAST DISTRICT COASTAL PROGRAM MANAGER**

**Full-time and Permanent Position Located in Santa Cruz**

The California Coastal Commission is offering an exciting opportunity to participate in planning and regulating development on California's dramatic and resource-rich Central Coast. The Central Coast District office has responsibility for carrying out requirements of the California Coastal Act in the coastal zone of Santa Cruz, Monterey, and San Luis Obispo Counties, including the incorporated cities therein (Cities of Santa Cruz, Capitola, Watsonville, Marina, Sand City, Seaside, Monterey, Pacific Grove, Carmel, Morro Bay, Pismo Beach, and Grover Beach). This is a supervisory and management position with broad responsibilities for analyst supervision and personnel oversight, general administration of Local Coastal Program (LCP) planning and coastal development permit (CDP) regulatory work in the Central Coast District including project management, coordination with other agency units (e.g., legal, enforcement, technical services, etc.), participating in agency-wide senior staff meetings and coordination, external communications for the District, as well as backup coverage of Deputy Director responsibilities as required. Oversight, review, and editing of staff communications and recommendations are required. In addition, attendance at Coastal Commission meetings up and down the state and making staff presentations may be required. The person in this position will supervise the Central Coast District staff, reporting directly to the Deputy Director. This Coastal Program Manager position is located in Santa Cruz.

The Central Coast District staff is responsible for carrying out a CDP program for development proposed in areas such as tidelands, wetlands, and other areas where the Coastal Commission maintains original or appellate CDP authority. The District staff is also responsible for monitoring and assisting the planning and CDP regulatory programs of the fifteen coastal jurisdictions (cities and counties) included in the three Central Coast District counties. Responsibilities of District staff include the review of local government CDP decisions that are appealed to the Coastal Commission. In addition to the CDP regulatory program, the District staff is responsible for the review of LCP submittals from the Central Coast jurisdictions. Due to the size of the District, covering nearly 300 miles of Central California's coastline, a significant amount of travel and fieldwork is required.

### **The duties of the Coastal Program Manager include the following:**

- Supervise the LCP- and CDP-related work of the Central Coast District staff, including ensuring that applicable deadlines and performance standards are met.
- Analyze the more complex CDP applications and LCP submittals and prepare and/or help prepare complex staff reports and other similar materials for action by the Coastal Commission.
- Oversee the monitoring of the coastal zone planning and CDP regulatory programs of cities, counties, and special districts (including in relation to state colleges and universities, State Parks, and Caltrans) in the District and supervise participation through means such as commenting on proposed development under review at the local level and assisting local government counterparts in interpretation of Coastal Act and LCP policies and provisions.
- Coordinate with the Agency's Enforcement Unit concerning violations of the Coastal Act and/or CDPs and recommendations for resolution of such violations.
- Provide information to CDP applicants and members of the public regarding the Coastal Commission's planning and regulatory programs.

- Take a pro-active approach to identifying and solving problems of LCP interpretation and implementation.
- Gather data and prepare reports on various matters related to the Coastal Commission's mission.
- Manage personnel and the overall office in Santa Cruz.
- Provide backup coverage of Deputy Director responsibilities as required.

**The desired skills and abilities of the Coastal Program Manager include the following:**

- Knowledge of and experience with management and supervisory techniques and the ability to effectively plan, motivate, and organize the work of others.
- Knowledge of and experience with the Coastal Act, environmental impact analysis and regulation, land use planning in California, and the means of implementing LCPs, such as zoning and other legal and regulatory processes, and including in relation to judicial decisions.
- Familiarity and experience with the functions and relationships of federal, state, regional, county, and city governments and special districts.
- Ability to critically analyze information, creatively explore alternative approaches, and develop defensible policy positions.
- Excellent communication skills and the ability to write accurate, complete, and concise staff reports and correspondence.
- Familiarity with public participation and public outreach processes.

**ELIGIBILITY:** Current state employees or former state employees with transfer or reinstatement rights at the Coastal Program Manager level or comparable classifications. Eligible individuals on the Coastal Program Manager list are also encouraged to apply. NOTE: In order to be eligible to transfer, applicants must meet the minimum qualifications for this class. Appointment is subject to the State Restrictions of Appointment (SROA) provisions. Applicants must clearly indicate the basis of their eligibility, including SROA, surplus, transfer, re-employment status, or list eligibility in the Examination or Title section on State Application Form 678.

**SALARY:** \$5,688 - \$7,068 per month

**CONTACT:** For information about the position: Dan Carl, Deputy Director, Central Coast/North Central Coast Districts, (831) 427-4863

For information about the application and/or hiring process: Jim McCunn, Human Resources Office, (415) 904-5432 (also (415) 904-5430 or toll free (866) 831-2540)

**FILING:** Open until filled. Filling of the position is dependent on funding at the time of hiring. File your application as soon as possible. We anticipate filling the position in January 2015. Applications will be screened and only those most qualified will be interviewed. No relocation expenses are offered. Submit current resume, State Application Form 678 (put job title for this position in the Examination or Job Title section) and a writing sample to:

Human Resources Office  
California Coastal Commission  
45 Fremont Street, Suite 1930  
San Francisco, CA 94105-2219

For more information about the Coastal Commission and what we do, and to obtain a State Application Form 678, please visit our website at [www.coastal.ca.gov](http://www.coastal.ca.gov). If you have questions, you may also e-mail us at [HumanResources@coastal.ca.gov](mailto:HumanResources@coastal.ca.gov) or call the above contact numbers.

Equal employment opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation. It is an objective of the State of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.

California Relay Service for Hearing Impaired can be reached by dialing 711.